

**OAL CHECKLIST
PRINT ONLY**

OAL File No. _____ - _____ - _____ P

Agency: _____

Reviewer: _____

Due Date: _____

REQUIREMENT	OK?	PROBLEMS
1. FORM 400 (1 CCR 6)		
Name of agency set out in AGENCY box?		
Subject/topic of changes described in SUBJECT/TOPIC box?		
All SECTIONS AFFECTED and TITLES listed?		
Under TYPE OF FILING, Print Only checked: <ul style="list-style-type: none">• If regulations adopted per the APA, but expressly exempted by statute from OAL review;• Or, if regulations not required to be filed with the Secretary of State because the regulations are expressly exempted by statute from the APA, Article 3 of Chapter 3.5 of the APA, or the filing requirements of Gov. Code Section 11343, but agency seeks printing per Gov. Code Sec. 11343.8?		
Under EFFECTIVE DATE has agency specified an effective date? <ul style="list-style-type: none">• If regulations adopted per the APA, but expressly exempted by statute from OAL review, have applicable requirements of Gov. Code Sec. 11343.4 been satisfied?• If regulations expressly exempt by statute from the APA, Article 3 of Chapter 3.5 of the APA, or the filing requirements of Gov. Code Section 11343, is effective date correct under other applicable law?		
Name of CONTACT PERSON and TELEPHONE NUMBER PROVIDED?		
SIGNATURE OF AGENCY HEAD OR DESIGNEE <ul style="list-style-type: none">• Executed by agency head or by a person listed in a signed designation/delegation order in the file or on file with OAL?• Dated?• Typed name/title?		

2. REGULATION TEXT	
<p>Final regulation text attached to original and six copies of Form 400?</p> <ul style="list-style-type: none"> • Regulation section number(s) fit into CCR? • Underlying text of regulation match what is filed with Sec.State and printed in CCR? • If APA applies, authority and reference citations included? • Underline/italic and strikeout format? 	
<p>If the filing was adopted per the APA, but is expressly exempted by statute from OAL review, <i>is each provision in the filing included within the express statutory exemption?</i></p> <p>Or, if the filing is expressly exempted by statute from the APA, Article 3 of Chapter 3.5 of the APA, or the filing requirements of Gov. Code Section 11343, <i>is each provision in the filing included within the express statutory exemption?</i></p>	